

Food Pantry Signup and Update Guide

What this is

AmpleHarvest.org is a totally free nationwide nonprofit that helps home and community gardeners find local food pantries like yours that welcome garden-fresh produce donations, with clear hours and instructions. Your goal is simple: make sure your pantry's public listing is accurate so donations are easy and repeatable. Check out www.AmpleHarvest.org/closeup to see how it works.

Who can register?

Before you begin, confirm these are true:

- ✓ You are an authorized representative of the food pantry (or any other similar food distribution program)
- ✓ You are located in within the United States
- ✓ You are a nonprofit (or affiliated with one)
- ✓ You distribute food for free
- ✓ You are registering an agency, not yourself as an individual

Note: If your pantry is on a Native American Reservation, choose the reservation option during registration.

Sign up a new pantry (simple steps)

1. Go to the **Register a Pantry** page.
2. Choose the right option (on a Native American Reservation or not).
3. Enter your pantry's key public info (name, address, phone, and best contact).
4. Set the donation guidance gardeners need most:
 - Best day/time to drop off (ideally, an hour or two before your clients arrive)
 - Important information such as where to park or enter
 - Any short instructions (example: "Ring bell at side door")
5. **Important:** Write down your username/password and share with at least one backup person in your organization.

Verify and update an existing pantry listing

1. Click on "**Pantry Login**" at the top of the AmpleHarvest.org home page and sign in.
2. Update anything that has changed and save. Make sure the below items are correct.
 - Phone number and email
 - Hours and donation drop-off times
 - Donation instructions and special notes (parking, entrance, who to ask for)

Listing tips that increase donations

- Keep instructions short and friendly. One to three lines is ideal.
- If possible, add a photo of the front of the pantry to help donors find you.
- Consider listing store-bought items you need for non-gardeners to help too.

Guidelines for new pantries (set expectations up front)

- Fresh produce donations are seasonal and vary with local harvest times.
- Control when you receive donations by clearly stating preferred day/time.
- Use www.AmpleHarvest.org/producepedia to help your clients learn about the food being donated.
- Let your clients know that if they garden, they too can donate their surplus harvests. Great for their sense of dignity

For government staff helping all of local pantries benefit (fast checklist)

- ✓ Email the .pdf at <https://www.AmpleHarvest.org/addpantry> to all food programs in your area.
- ✓ Remind all pantry managers **Register their Pantry** or **Verify/Update** their information if already online.
- ✓ Encourage them to store login details where the organization can always access them.

More information is available at <https://www.AmpleHarvest.org/faq/#food-pantries>

Final note: AmpleHarvest.org is a hyperlocal solution to hunger and food waste. Keep reminding your community that the solution to hunger is in their backyard and encourage those who have the space to consider expanding their garden to help their neighbors in need.